STR Flow Chart Draft

Date: 1/26/2021

Tentative Timelines:

List of steps will be revised once definitive timing and information is made available by LodgingRevs regarding the launching of the Leadville licensing platform.

Those with current 2020 license will be allowed to renew for 2021. Staff tentatively expects the LodgingRevs platform to be live on 3/15/2021 based upon the assumption that Council will adopt pending code changes on 2/2/2021. Renewals will be given until 4/15/2021 to start and complete the renewal process. Staff will email existing licensees with the platform and information to begin the new license process on LodgingRevs once the

2021 Short Term Rental Licensing (STR)

platform is live.

Tentatively on 4/16/2021 the Lodging Revs platform will open for new STR licensees based upon availability within the adopted cap amount, renewal numbers, and considering pending CUP licenses to arrive at a max amount of availability of new licenses in each classification type. Staff will email the current list of those seeking a 2021 license with the link to the licensing platform. An application will be timestamped with the LodgingRevs platform once all required documents and fees are uploaded and considered complete to process the application. Available licenses will be issued first come first served based upon the timestamp with LodgingRevs.

Existing Class 1 (owner occupied more than 2 STR licenses), Existing Class 2 (non-owner occupied more than 3 STR licenses) without current Conditional Use Permits (CUP) must apply and get an approved CUP. A STR license will be reserved until the CUP process is completed. If a CUP is denied then the reserved license will be placed back in the availability of licenses. CUP apps can be accepted for processing on 2/3/2021 if council adopts code changes on 2/2/2021.

Staff will process incoming new 2021 STRs that will be a Class 1 (owner occupied more than 2 STR licenses), and Class 2 (non-owner occupied more than 3 STR licenses) that will need to get a CUP before finalizing the STR license with the LodgingRevs platform. A STR license will be reserved until the CUP process is completed. If a CUP is denied then the reserved license will be placed back in the availability of licenses.

Lodging Revs will continue to track total issued 2021 license #'s. STR's will only be processed if there is an available license in the license type and classification.

We will check in with Lake County Assessors in late 2021 for additional Certificate of Occupancy and therefore new residential units added to existing number of total City of Leadville residential units to determine additional license # to be available in 2022.

We will open the 2022 licensing process starting with renewals to those 2021 license holders for 45 days on the LodgingRevs platform. The new licensing schedule set in the code revisions is May 1st-April 30th annually. License costs will be reviewed and adopted with the annual fee schedule.